DOCUMENT RESUME

ED 040 367 AC 008 219

AUTHOR Clegg, Denzil O.
TITLE Professional Improvement Opportunities for Extension Personnel in the Western Region.
PUB DATE Aug 69
NOTE 45p.

EDRS PRICE EDRS Price MF-$0.25 HC-$2.35
DESCRIPTORS Admission Criteria, Courses, *Educational Opportunities, Educational Responsibility, *Extension Agents, Financial Support, Geographic Regions, Grants, Leave of Absence, Off Campus Facilities, *Professional Continuing Education, Program Length, Questionnaires, Rural Extension, Surveys, University Extension, Workshops
IDENTIFIERS *Cooperative Extension Service, Oregon, Washington (State)

ABSTRACT

This survey of continuing education opportunities for Cooperative Extension personnel in the 13 western states covered four types of leave programs: sabbatical leave, educational or study leave with pay, leave without pay, and official leave used to study. Data were gathered on duration of leave, percentage of normal salary received, years of employment required for eligibility, kinds of financial support, and whether leaves can be used for graduate study. Residential restrictions (if any), courses, institutes, and workshops on and off campus, staff training and development programs and activities, and responsibility for professional improvement programs were also investigated. Short term continuing education opportunities were plentiful in the region. All 13 states had some program offerings, and there were opportunities to study in programs for regional, national, and international clientele. However, it remains to be determined to what extent Extension personnel participate, or have the opportunity to participate, in the various programs. (The document includes the questionnaire, six tables, a chart of university leave programs, and training schedules for Oregon and Washington.) (Author/LY)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

ED040367

PROFESSIONAL IMPROVEMENT OPPORTUNITIES

for

EXTENSION PERSONNEL

in the

WESTERN REGION

August, 1969

Each director in the Western Region has the responsibility of providing leadership and support for the development of professional improvement opportunities for Extension personnel. The information in this report indicates the existence of a wide variety of professional improvement programs and activities for personnel in the Western Region.

We extend a sincere thank you to each institution for helping with the study. The study provides answers to many questions; however, it is hoped that the Extension staffs of each institution will think through the roles and responsibilities for providing professional improvement opportunities.

Carl J. Hoffman
Acting Director for Extension
and University Services, and of
Cooperative Extension Service

TABLE OF CONTENTS

	Page
Introduction.	1
Leave Programs with Financial Support	2
Sabbatical and Educational Leave	2
Leave Used for Short Term Study.	4
Other Sources of Financial Support.	4
(Fellowships, Scholarships, Grants, Half-time Appointments, Assistantships).	5
Course Work for Full-time Staff Members	6
Courses, Institutes, and Workshops.	7
Off Campus	8
On Campus.	9
Staff Training and Development Programs and Activities.	9
Responsibility for Professional Improvement Programs.	9
Discussion.	14
Appendixes.	16

PROFESSIONAL IMPROVEMENT OPPORTUNITIES FOR EXTENSION PERSONNEL IN THE WESTERN REGION[1]

Introduction

In a meeting of the Western Extension Directors in Laramie, Wyoming, in July, 1968, Director W. H. Bennett, Extension Services, Utah State University, was given approval as Chairman of the Western Directors to name a regional committee to explore the level of support for professional improvement at the various institutions. The committee members were: George E. Hull, Arizona; J. W. Matthews, Alaska; and Carl Hoffman, Colorado, Chairman. Denzil Clegg, Colorado, was assigned the responsibility of developing a survey instrument and compiling the results.

A professional improvement survey was developed and pretested in Alaska, Arizona, and Colorado.[2] It was then submitted to the Western Extension Directors at their April meeting in Utah. Suggestions for improvement were made and incorporated into the survey instrument which was sent to the Extension Directors on April 18, 1969 (see Appendix A). The survey instrument was completed in all thirteen states in the Western Region.

The information in this report should be of use to those persons having responsibility for developing and maintaining professional improvement opportunities. The report should also provide a basis for further study in the Western Region.

---

[1]Prepared by Denzil O. Clegg, Extension Education and Research Coordinator, Cooperative Extension Service, Colorado State University, Fort Collins, 1969.

[2]Considerable assistance was provided by a similar study: Liebel, L. N. A study of sabbatical leave and advanced degree work in the fifty land grant institutions of the United States. Pullman, Wash.: Washington State University, 1966.

Leave Programs with Financial Support

Four types of leave programs were examined: sabbatical leave, educational or study leave with pay, leave without pay, and official leave used to study. No detailed analysis was made on leave without pay. The Extension personnel in all thirteen states have the opportunity to use this arrangement for professional improvement. The duration of leave is for one year and can usually be extended.

Published rules and regulations on the various leave programs of the land-grant universities are entered in Appendix B. When possible, policy items indicating some aspect of university support were included.

Sabbatical and educational leave. All of the institutions have one or more programs of sabbatical and/or educational leave. In looking at the data in Table 1, several patterns are evident. Most institutions

TABLE 1

Sabbatical and Educational Leave Programs for the Professional Improvement of Extension Personnel

State	Length of Service (Yrs.)	(Mos.)	Leave Period (Mos.)	Pay Rate (Percent)	Used for Graduate Study
Alaska	4		6	100	Yes
			12	50	
Arizona	6		6	100	Yes, but not
			12	66 2/3	desirable
California	2	3	3	100	Yes
	3		6	66 2/3	
	3	9	3	100	
			and 3	66 2/3	
	4	6	6	100	
			or 9	66 2/3	

Continued

TABLE 1 - CONTINUED

Sabbatical and Educational Leave Programs for the Professional Improvement of Extension Personnel

State	Length of Service (Yrs.)	(Mos.)	Leave Period (Mos.)	Pay Rate (Percent)	Used for Graduate Study
California (Cont'd.)	5	3	6 and 3	66 2/3 100	
	6		6 and 3 or 12	100 66 2/3 66 2/3	
Colorado	3		3	50	Yes
	6		6	100	Yes
			12	50	
Hawaii	5		3	100	Yes
			6	50	
	6		6	100	Yes
			12	50	
Idaho	6		6	100	Yes
			12	50	
Montana	1	9	6	100	Yes
	7		6-12	66 2/3	No
Nevada	7		12	66 2/3	Yes
New Mexico	5		6	100	Yes
			12	50	
	7		6 or less	100	No
Oregon	6		4	100	Yes
			9	75	
			12	50	
Utah	6		3	100	Yes, one degree
			6	75	
			9	50	
			12	50	
Washington	6		6	100	Yes, under unusual
			12	50	circumstances
Wyoming	6		6	100	Not normally
			12	50	

require at least five or more years of service prior to granting a leave. The leave period is usually for six months at full salary or twelve months at one half or two thirds salary. One way or another, most of the institutions allow a person to use leave with pay for graduate study.

One of the more flexible sabbatical leave programs is in California. Staff members have the opportunity to go on one quarter of sabbatical leave at the end of two years and three months of employment at full salary. Montana has recently adopted an out-of-residence leave program which allows members of the field staff one quarter of leave out of eight quarters worked.

Leave used for short term study. Leave with pay on a short term basis is provided by most of the institutions (see Table 2). Even a new worker has the opportunity to study for several weeks. A number of the institutions reported that they provide funds for travel, room and board, and other expenses. However, since the study wasn't designed to provide information on expenses associated with summer or winter schools and workshops, no valid conclusions can be made.

Other Sources of Financial Support

Fellowships, scholarships, grants, half-time appointments, and assistantships are other sources of financial support for the professional improvement of Extension personnel. Information obtained from the Western Region indicated that outside of the regular academic programs within the universities, there were very few Extension sponsored programs. The following sources of financial support were reported.

TABLE 2

Leave Used for Short Term Study

State	Length of Service	Leave Period (Weeks)	Pay Rate (Percent)	Comments
Alaska	No criteria	Varies	100	Short term courses, workshops, seminars
Arizona	1st year	3	100	
California	1st year	4	100	Annual leave may be used to extend
Colorado	1st year	3 4	100 100	In Colorado Outside of Colorado
Hawaii	--	--	--	
Idaho	--	2-8	100	50% official leave 50% annual leave
Montana	--	--	--	See out-of-residence leave policy on p. 27
Nevada	No restrictions	3	100	
New Mexico	One	3	100	
Oregon	1st year	2	100	
Utah	--	3	100	
Washington	Two	2	100	See professional leave program on p. 30
Wyoming	One	3	100	

Fellowship. In Oregon, an Extension fellowship is being established by retirees, staff, and friends of Extension. The group setting up the fellowship has just started with $15,000 pledged or in the treasury. The Agents' Association is expected to assist.

Scholarship. (1) Colorado has completed two years of experience with a New Worker Scholarship. Ten $100 scholarships are available for newer county Extension agents who complete four credit hours of course work in Summer School. (2) Oregon offers two scholarships--Epsilon Sigma Phi Scholarship, $100 annually, and Viola Hansen Scholarship, $50 annually. (3) Washington provides the C. A. Svinth Scholarship for professional improvement in youth work. One hundred dollars is available for a workshop or summer school and $200 is available on a quarter or semester basis for graduate study.

Grant. (1) The Western Cattle Feeders Feasibility Study is providing funds for a graduate student working in Extension marketing (Colorado). (2) Hawaii reported that this source of support is also used in that state. (3) The Edward E. Graff Educational Grant is available in Washington. Eleven hundred dollars is prorated throughout a student's graduate program in Extension youth work.

Half-time appointment. Hawaii, Oregon, and Washington reported the use of half-time appointments allowing Extension personnel the opportunity to work while they study.

Assistantships. No states reported an Extension assistantship.

Course Work for Full-time Staff Members

Most of the institutions allow staff members the opportunity to take course work while carrying a full work load (see Table 3). The number of credit hours a person may take during any one quarter, semester, academic year, or calendar year varies among the group of institutions.

TABLE 3

Credit Hours of Course Work a
Full-time Staff Member May Take

State	Credit Hours	Duration	Comments
Alaska	3	Semester	
Arizona	3-6	Semester	Prefer 3 units
California	4	Quarter	When located near a campus
Colorado	5	Quarter	20 credits/year
Hawaii	3	Semester	
Idaho	6	Semester	
Montana	--	--	
Nevada	--	--	Seldom used
New Mexico	One course	Semester	
Oregon	One course up to 5	Semester	
Utah	5	Quarter	
Washington	6	Semester	Limit of 9 hours in one academic year
Wyoming	6 3	Semester Summer Session	Any credit over three hours requires payment of fees.

Courses, Institutes, and Workshops

The question was asked, what courses, institutes, workshops, etc., does your institution have for professional improvement? The purpose of the question was to determine what was being offered in the Western

Region on a regular basis either on campus or off campus. The information from the study contained data on many one- to three-week programs and several semester or quarter offerings. Since the semester and quarter information was generally associated with graduate programs and since it was very incomplete for the Region, only the one- to three-week programs and several other programs were put in tabular form.

Off campus. Four institutions reported off campus programs which were offered on a regular basis. The data in Table 4 include only professional improvement opportunities lasting for one or more weeks.

Persons in the Western Region have the opportunity to participate in a community leadership training lab (NTL). This is a nationally oriented program . Cedar City, Utah.

TABLE 4

Off Campus Courses, Institutes, and Workshops Offered on a Regular Basis (One or More Weeks)

State	Course, Institute, or Workshop	Duration	Clientele
Hawaii	Workshop on some subject of relevance to the total staff (for example, communications)	One week	Own state
Montana	Communications workshop for new employees	Two weeks	Own state
Oregon	Courses from the Division of Continuing Education	Term basis	Own state
Utah	Community leadership training lab (NTL), Cedar City, Utah. Credits available from University of Utah	One week	National

On campus. Ten of the institutions reported on campus courses, institutes, and workshops offered for one or more weeks on an annual basis (see Table 5). Arizona and Colorado have three-week schools centered around a variety of courses serving a national clientele. California and Oregon have courses designed for personnel in the Western Region.

Staff Training and Development Programs and Activities

Extension personnel have a compelling need for continuous professional development opportunities. The training programs and activities reported in the Western Region represent the use of a wide range of resources for helping both new and experienced personnel. A summary of the programs and activities reported in the survey is in Table 6.

Two states, Oregon and Washington, sent their annual training schedules. Several pages of their programs have been included in the report and are in Appendix C.

Responsibility for Professional Improvement Programs

Though each person in the organization is responsible for some aspect of professional improvement, the overall responsibility must be met by administration and staff training and development personnel. Information in the Western Region study indicated that there were a number of patterns of organization involving both administrative and training personnel. Below is a listing of the personnel and/or committees and groups who are responsible for developing and administering the professional improvement programs.[1]

[1]Several of the surveys lacked information on who was responsible for professional improvement. Additional information was obtained from the Federal Extension Service list of training personnel dated May, 1969.

TABLE 5

On Campus Courses, Institutes, and Workshops
Offered on a Regular Basis (One or More Weeks)

State	Course, Institute or Workshop	Duration	Clientele
Arizona	Western Regional Winter School. Courses offered in 1969: Agricultural Policy Audio Visual Aids in Extension Education Community Relations in Extension Education Cultural Implications of Technological Change Farm and Ranch Management Modern Concepts of Farm Machinery Management	3 weeks	National
California	Administration	3 weeks	Western Region
	4-H Summer Course	3 weeks	" "
Colorado	National Extension Summer School. Courses offered in 1969: Advances in Cattle Feeding Continuing Education Seminar Diffusion of Innovation Economics of Natural Resources Extension Communications Extension Leader Training Human Behavior in Extension Poultry Nutrition Practices Principles in the Development of Agricultural Policy Principles in the Development of Youth Programs Socio-Economic Factors in Resource Development	3 weeks	National

Continued

TABLE 5 - CONTINUED

On Campus Courses, Institutes, and Workshops
Offered on a Regular Basis (One or More Weeks)

State	Course, Institute or Workshop	Duration	Clientele
Colorado (Cont'd.)	Special Studies:		
	Advanced Supervision		
	Behavioral Science Concepts in Training		
	Supervision of Extension Programs		
	Development of Extension Programs		International
	Human Development	5 weeks	National
	Group Development	"	"
Hawaii	Subject matter course needing emphasis in the program	2 weeks	Own state
Idaho	Subject matter seminar	1 week	Own state
New Mexico	Agricultural subject matter	1 week	Own state
	Home Economics subject matter	1 week	" "
Oregon	Subject matter short courses	1-2 weeks	Own state
	Farm Management	6 weeks	Western Region
Utah	4-H Club Leadership	Correspondence	Own state
Washington	Entomology short course	2 weeks	Own state
	Decision-making	2 weeks	" "
Wyoming	Home Economics subject matter	1 week	Own state

TABLE 6

Staff Training and Development
Programs and Activities

Program or Activity	Number of States Reporting
Annual Extension Conference	9
Subject matter workshops and conferences	8
Regional schools and workshops	7
New worker conferences	7
Leadership, program development, and methods training meetings on a state-wide or district basis	5
University conferences, institutes, and seminars	5
Skill improvement training--writing, speaking, photography, and use of visual aids	4
Graduate program (extension education, adult education, continuing education)	4
Professional meetings	4
Individual counseling by supervisory staff	4
Pre-service training program	3
Courses for credit on or off campus	2
Consultant to government and non-profit organizations	1
Travel study tours	1
Foreign service duty and study	1
Subscription to "Journal of Cooperative Extension"	1

ALASKA
James W. Matthews, Assistant Director.
University Assembly - broadly representative of faculty, students and administration.

ARIZONA
Kenneth S. Olson, State Program Leader.
Other staff members develop training for agents on an intermittent basis.
At one time had an Inservice Training Committee.

CALIFORNIA
George A. Marlowe, Assistant State Director, Personnel.

COLORADO
Denzil O. Clegg, Extension Education and Research Coordinator.
Mel Eckard, Extension Staff Training Officer.
James M. Kincaid, Jr., Extension Education Specialist.
Staff Training and Development Committee.

HAWAII
Dale Goodell, Associate Director.
Doris Wetters, Assistant Director.
Blaine Bradshaw, Assistant Director.
Jean Gutierres, Specialist in Training and Communication.
Training Specialist - vacant.

IDAHO
C. O. Youngstown, Associate Director.
Dorothy N. Stephens, Home Economics Leader.
G. E. McProud, Studies and Training Specialist.
Extension Training Committee.
District Extension Agent Supervisors.
State 4-H Club Leaders.

MONTANA
Program Development Committee has major responsibility.
John Bower, Personnel and Training Officer.

NEVADA
Raymond C. Cox, State 4-H Club Leader, Administrative Assistant, Chairman.
Patricia Tripple, Home Economics.
Earl Drake, Agriculture Specialist.
Mabel Edmundson, Home Agent.
John Pursel, County Agent.

NEW MEXICO
Advisory Training Committee helps to identify the training needs and assists in developing training programs.
J. J. Tejada, Extension Training and Research Officer, provides leadership and coordination.

NEW MEXICO - Continued
Supervisors.
Administrators.
L. A. Wagley, Associate Professor and Head, Agriculture and Extension Education.

OREGON
C. L. Smith, State Leader, Extension Training, prior to July 1, 1969.
Glenn Klein, Associate Professor, State Extension Agent

UTAH
Wesley T. Maughan, Staff and Community Development Leader

WASHINGTON
Lester N. Liebel, State Leader, Extension Research and Training.
Members of administrative/supervisory staff.
E. J. Kreizinger, Professor of Agriculture, in charge of master of education program.

WYOMING
Neal W. Hilston, Director.
Robert Frary, Acting Associate Director.
Extension Training Committee, Velma McGaugh and Boyd Ellis, Co-Chairmen.

Discussion

The institutions in the Western Region have some apparent strengths and weaknesses for providing professional improvement opportunities for Extension personnel. Leave programs are available in every state; however, the study did not determine to what extent Extension personnel are taking sabbatical leave, educational or study leave, leave without pay, etc. Several of the institutions reported real difficulty in providing funds for the purpose of granting leave with pay.

Short term professional improvement opportunities are plentiful in the Region. Every state offers something and there is the opportunity to study in programs offered for regional, national, and international clientele. However, the question needs to be asked, to what extent do Extension personnel participate or have the opportunity to participate in the various programs?

One of the more evident areas for increasing opportunities for professional improvement would be to establish more fellowships, scholarships, grants, half-time appointments, assistantships and other sources of financial support. Perhaps there is a need to communicate with institutions outside of the Western Region which may have more extensive programs of financial support.

If a professional improvement program is to be effective, administrative leadership and support is needed to provide an organizational climate in which staff members can grow and develop in their work. Training and supervisory personnel need to be innovative and creative enough to provide useful and meaningful training opportunities. Therefore, in the Western Region it may be very helpful for the directors and training personnel to study and discuss the information in the following or other publications:

Lippitt, G. L. & Nadler, L. Emerging roles of the training director. Training and Development Journal, August, 1967.

Boyle, P. G. et al. National policy statement on staff training and development. Madison, Wis.: The University of Wisconsin, 1968.

APPENDIX A

QUESTIONNAIRE

1. What leave programs does your institution have for professional improvement of Extension personnel?*

Program for Extension	Offered No	Offered Yes	Percentage of Pay	Duration of Leave	Years of Employment To Be Eligible	Source of Funds	Can Be Used For Graduate Study Yes	Can Be Used For Graduate Study No
Sabbatical Leave								
Educational or Study Leave With Pay								
Official Leave Used to Study								
Leave Without Pay								

Comments:

*Are there published regulations regarding the above programs? Washington State University (1966) published this information. A copy of your institution's published rules and regulations for the Washington study is attached. If there have been changes, please include them.

2. What kind of financial support does your institution have for professional improvement of Extension personnel?*

Financial Support For Extension	Offered No	Offered Yes	Percentage or Amount of Pay	Duration of Support	Years of Employment to be Eligible	Source of Funds	Can Be Used For Graduate Study Yes	Can Be Used For Graduate Study No
Fellowships								
Scholarships								
Grants								
Half Time Appointments								
Assistantships								
Course Work For Full-Time Staff Member								

*Describe nature of financial support, for whom, kind of programs, other descriptive information. Published material would be helpful.

Comments:

3. What courses, institutes, workshops, etc., does your institution have for professional improvement? (Include those programs offered on a regular basis for Extension personnel.)

Courses, Institutes, Workshops, etc.	Credit Yes	Credit No	Frequency	Duration of Activities or Dates	For Whom Offered: National	Western Region	Own State
Off Campus							
On Campus							

Comments: (Enclose published material if available.)

4. What staff training and development activities does your institution have that contribute to professional improvement? (Please describe)

5. Who in your institution is responsible for developing and administering the professional improvement program? (Please list names and/or committees and groups.)

APPENDIX B

UNIVERSITY LEAVE PROGRAMS IN THE WESTERN STATES

APPENDIX B

UNIVERSITY LEAVE PROGRAMS IN THE WESTERN STATES

The following information pertaining to leave programs was taken from either the information compiled by Washington State University (1966) or published rules and regulations of the land-grant universities.

University of Alaska

"Sabbatical leaves are designed to increase the scholarship and professional development of eligible university personnel and thereby enhance their capacity for service to the University. Such professional leave with pay is not automatic; it is a privilege granted to afford opportunity for study, investigation, and research for the mutual benefit of the individual and the University. Sabbatical leave is considered primarily an investment in the future of the University and not delayed salary for services already rendered."

Policy items include the following:

1. "If the leave recipient secures additional stipend from non-University sources during his sabbatical leave and the stipend plus the salary exceeds the salary the recipient would have received had he not been on leave, there shall be a corresponding reduction of the amount paid by the University.

2. "A professional staff member on sabbatical leave is still an employee of the University; therefore, during his leave, payments into the retirement fund shall be on the basis of the recipient's full salary.

3. "Unless otherwise agreed, the leave recipient shall return to the position which he occupied before he left. Sabbatical leave is not a break in service and the recipient is entitled to full rights and privileges as if he were in regular service.

4. "The recipient is obligated to return to the University for further service of at least one contract period. Failure of the recipient to fulfill this obligation will require the full and immediate repayment to the University of salary and benefits received from the University while on leave.

5. "Selection of persons for sabbatical leave shall be based on the benefits received by: 1) the University of Alaska, 2) the recipient, and 3) the State of Alaska."

University of Arizona

"It is understood that the sabbatical leave is an administrative action which should be employed in those instances where it is deemed necessary

APPENDIX B - CONTINUED

for a member of the faculty or administrative staff to keep abreast of his field, remain effective in his present position, or render the greatest possible service to the University of Arizona."

University of California

"The purpose for which all sabbatical leaves are permitted is to give an opportunity for study in order that the value of each recipient's service to the University may be enhanced." Under new rules, as of July 1, 1966, the University of California has increased its options of arranging sabbatical leaves at the mutual convenience of the faculty member and his department.

Colorado State University

"Colorado State University offers academic faculty members, Experiment Station staff having academic titles, and professional employees on state and county Extension service staffs (with certain exceptions) the possibility of leaves of absence every seventh year of employment." Persons on sabbatical leave must devote themselves to one or more of the following: (1) advanced study toward a higher degree; (2) research in the professional field of the faculty member on leave; and (3) travel to compare methods in other institutions or for other direct benefit to the faculty member in his work for the University. In case of travel for the latter purposes, a comprehensive report shall be submitted monthly to the board, with copies to the dean and department head concerned.

Policy items include the following:

1. "The faculty member must agree in writing that upon expiration of leave he will return to his employment with the University for at least one year . . . and that if he fails to conform to this requirement he will refund to the State Board of Agriculture in full the salary and such other fringe benefits as CSU has paid in his behalf during his leave as a prior condition of his release from the agreement.

2. "Absence must be planned to permit conduct of work of the department or section with least inconvenience and least additional expense during the faculty member's absence. If more than one member from the same department or section desire leave at the same time and absence of two members would constitute a hardship to the department or section, either by handicapping the work or by causing too great additional expense, priority for leave shall be given the faculty member longest employed by CSU without such type of leave.

3. "During sabbatical leave, faculty members are permitted to accept part-time employment directly related to objectives of their leave such as working as assistants in teaching or in research; but total remuneration (pay for part-time work plus sabbatical salary) may not exceed by more than

APPENDIX B - CONTINUED

ten percent their regular University salary scheduled for the period of the leave.

4. "Sabbatical leave is not granted for the purpose of taking substantially full-time employment in another assignment regardless of how closely related such employment may be to the technical field of the faculty member. Special leave without pay is intended to be used in such cases.

"Upon completion of three fiscal years of full time service with the Colorado Extension Service or the Colorado State Forest Service or as a dual appointee of the Agricultural Experiment Station and the Colorado Extension Service, professional personnel stationed off-campus may apply to the State Board of Agriculture, through administrative channels, for the privilege of a special graduate study leave."

Policy items include the following:

1. "No more than one quarter or one semester of leave will be granted during any fiscal year under the provisions of this policy.

2. "Any person granted special graduate study leave privileges under this policy must agree in writing that upon expiration of the leave period he will return to University employment for a period of at least one year, and that if he fails to conform to this requirement he will refund to the State Board of Agriculture in full the special graduate study leave portion of salary paid him during his leave.

3. "It is assumed that an applicant will pursue studies leading toward an advanced degree; however, in unusual circumstances leave may be approved for the purpose of increasing technical competence in the applicant's professional field even though graduate credit is not earned. Only in unusual cases will leave be granted to an applicant whose academic background is such that he would not meet the admission requirements of the CSU Graduate School, regardless of the institution which he wishes to attend.

4. "Registration for a minimum of 11 credit hours, or its equivalent, of graduate study shall normally be required of a participant in the special graduate study leave program.

5. "No more than a total of four quarters, or two semesters plus a summer session, or three quarters plus a summer session, of leave will be granted in any seven-year period beginning with the date of first employment."

University of Hawaii

"The location of the University of Hawaii makes it especially necessary that members of the faculty periodically take sabbatical leaves in order to maintain their position with the University. The primary aim of the sabbatical leave is to maintain the professional competency of the faculty member and to enable him to keep abreast of developments in his special field of competence.

APPENDIX B - CONTINUED

"Study leaves of three months with full pay or six months at half pay may be granted to faculty members classified as R-, S-, or A-1 or 2 at the end of five years' service with the provision that such leaves will be utilized in graduate study toward an advanced degree. Subject to the same provisions, at the completion of three years of service, persons classified as CI-2 may be granted study leaves for a semester at half pay or for a year at quarter salary. Members of the faculty who have served a minimum of five years as junior researchers or assistant county agents or junior specialists without taking a study leave may upon promotion to their next higher corresponding rank apply this time either to a study leave of three months or as three years' credit toward a sabbatical leave."

University of Idaho

"Two sabbatical leaves at full pay for five months or one-half pay for 10 months may be granted each year from applications received from Extension staff members. The conditions of leave under this plan shall be the same as for the other sabbatical leave plans. The funds of this plan shall be provided from the funds of the Extension service.

"Leave for professional improvement - the University of Idaho encourages its staff and faculty to participate in instructional programs which are sponsored for professional improvement of the individual staff members."

Any 12-month staff member with the equivalent rank of instructor or above shall be allowed, after approval by the Executive Committee of the University, to attend approved professional improvement schools on the following basis:

The individual may request approval to use current annual leave in the amount of from 2 to 4 weeks (10 to 20 working days) and combine it with an equivalent amount of official leave with pay from the University of Idaho to attend approved professional improvement schools. Such leave shall be allowed on the following general schedule:

Length of School	University Time Allowed with Pay	Individual Annual Leave Time Used
2 weeks	5 school days	5 school days
4 weeks	10 school days	10 school days
6 weeks	15 school days	15 school days
8 weeks	20 school days	20 school days

Montana

"Faculty Sabbatical Leave - Any member of the academic faculty within the University System whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave.

APPENDIX B - CONTINUED

"In granting Sabbatical Leave, university units will be guided by the applicants':

A-1. Service which is primarily teaching or research
A-2. Academic rank
A-3. Total length of service in the Montana University System
A-4. The type and quality of the proposed program.

1. "Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organizations; or other activities which . . . will improve the staff member professionally, or which directly or indirectly benefit the institution and the State.

2. "Recipients of sabbatical leaves from any unit of the Montana University System may avail themselves of fellowships, assistantships or other sources of limited income; however this policy shall not permit full-time employment for any person while on sabbatical leave and receiving payments from the Montana University System.

3. "Any faculty member receiving a sabbatical leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

"Educational Leave - Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for 'Educational Leave.' In considering applications, administrators of individual units of the Montana University System will be guided by the following criteria:

B-1. Service which is primarily research or educational
B-2. Possession of academic rank of instructor or higher
B-3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of the leave

"Any faculty member receiving an educational leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

"Out-of-Residence Leave - Members of the field staff employed by the Montana Cooperative Extension Service may apply for 'out-of-residence' leave with full pay for one quarter out of eight quarters worked. This 'out-of-residence' leave may be cumulative not to exceed two quarters. In some instances a second or third quarter of 'out-of-residence' leave may be borrowed if such additional leave will facilitate progress on or completion of a graduate program and if the required arrangements have been made for the employee involved to return to work for the Montana Cooperative Extension Service."

Policy items include the following:

APPENDIX B - CONTINUED

1. "All Extension field staff members earn annual leave at the rate of 1 1/4 days per month, or 15 days per year.

2. "Requests for 'out-of-residence' leave for Extension field staff members will not be accepted where granting of the leave would cause impairment of the Extension Service program because of the applicant's absence. Satisfactory arrangements for carrying on the work must be made and agreements must be reached with the Boards of County Commissioners which are involved before out-of-residence leave for field staff members will be approved.

3. "Determination of priority for approval of requests for 'out-of-residence' leave made by Extension field staff members will be guided by the following provisions:

(a) Length of service with the Cooperative Extension Service.
(b) Previous 'out-of-residence' leave granted the applicant.
(c) Academic rank and degree held by the applicant.
(d) Type and quality of the proposed educational plan.
(e) Urgency of completion of the graduate program.

4. "Any field staff member of the Montana Cooperative Extension Service receiving'out-of-residence' leave will be expected to agree in writing to return to work for the Montana Cooperative Extension Service for at least one calendar year for each quarter of leave taken, or to repay the money received from Montana State University while on leave.

5. "Field staff members employed by the Montana Cooperative Extension Service may take 'out-of-residence' leave for the purpose of attending short courses which are acceptable for graduate credit. The 'out-of-residence' leave for this purpose may be requested in the usual manner but must be requested in units of one, two or three months. The amount of 'out-of-residence' leave requested will not exceed the time required to complete the course plus reasonable travel time to and from the institution involved. Annual leave will be used to take care of time not covered by 'out-of-residence' leave."

Oregon State University

"Sabbatical leave is granted for purposes of research, writing, advanced study, travel undertaken for observation and study of conditions in our own or in other countries affecting the applicant's field, or related scholarly or professional activities. Such leave is granted only when it can be shown that the applicant is capable of using his period of sabbatical leave in a manner which will make him of greater service to his institution and the state."

APPENDIX B - CONTINUED

Utah State University

"A sabbatical leave shall be interpreted to mean a leave of absence with compensation for a year or fraction thereof as determined by the appropriate dean or director, the President, and the Board of Trustees."

Policy items include the following:

1. "Credit toward sabbatical leave begins the day the faculty member is employed as an instructor or at a higher rank; but a sabbatical leave shall not be granted until tenure has been attained. A faculty member must be employed with the rank of instructor or at a higher rank for six years, however, to be eligible for a sabbatical leave. Any leave period for one quarter or more does not constitute credit toward sabbatical leave privileges.

2. "A faculty member is strongly encouraged to use a sabbatical leave for advanced study or research at an institution with a distinguished reputation in the field of specialization concerned. However, not more than one sabbatical leave shall be granted for study toward an advanced degree.

3. "Sabbatical leave for three or six months will be granted only in special circumstances where such leave is primarily in the interest of the institution and where the leave program requires substantial financial investment by the faculty member. Ordinarily the recipient of such leave must have a terminal degree.

4. "A faculty member is covered by fringe benefits while on sabbatical leave, providing premium deduction for same are made from his salary.

5. "A faculty member who is on sabbatical leave may accept a fellowship or assistantship, providing his compensation and plan of work are approved; but he shall not accept fulltime employment. The University shall not be obligated to pay more than that amount of sabbatical compensation which, when added to the outside source of compensation, will equal the full regular salary for the period of the leave. If an allowance for transportation is included in the outside grant, the amount of this allowance may be disregarded in computing the contribution to be made by the University.

6. "Acceptance of a sabbatical leave binds the recipient to return and to remain in the service of the University for at least one contract year. If the recipient fails to return to the service of the University, he shall reimburse the University for the sabbatical salary received.

7. "A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.

APPENDIX B - CONTINUED

8. "A leave without pay immediately following a sabbatical leave or a sabbatical leave immediately following a leave without pay may be granted to enable a faculty member to complete requirements for a terminal degree. Such extension of leave is subject to individual negotiations with the University."

Washington State University

"Sabbatical leave may be granted to faculty members in recognition of meritorious service and/or scholarly achievement in teaching and research. Such leave is to be used for further professional study or improvement. The conditions of eligibility and the terms of sabbatical leave are as follows:

1. "Faculty members on sabbatical leave shall be relieved from all teaching, research, administrative functions, and committee work for the period of the leave so that full time may be devoted to the purposes for which the leave is granted.

2. "Faculty members are not ordinarily expected to engage in other employment during the period of sabbatical leave. Should the applicant propose to do so, he must justify his plans in terms of the general spirit of the sabbatical leave program.

3. "Acceptance of leave implies an obligation to return to active duty as a member of the faculty for at least one year following the leave.

4. "Ordinarily, sabbatical leave will not be granted to faculty members who have reached the age of sixty before the commencement of the leave.

5. "Sabbatical leave will not be granted to faculty members whose primary purpose is working toward an advanced degree. Under unusual circumstances, however, sabbatical leave may be granted for a meritorious project that may incidentally lead to attainment of a degree. In all such cases, sabbatical leave will be granted on the basis of the proposed project without reference to the acquisition of an advanced degree.

6. "Sabbatical leave may be granted for periods of a full year at half pay or of a half year at full pay. For those on leave for a half year, the existing retirement annuity arrangement will continue unchanged for any person on full pay. For those on leave for a full year, the retirement program will be as follows: (a) classified as a full-time employee at a reduced rate of pay, (b) deduction and matching for retirement to be at the same per cent rate for the salary paid, (c) period of sabbatical leave to be eliminated from ten-year average computations, and (d) service record to be allowed - one-half year of service for the sabbatical leave period.

APPENDIX B - CONTINUED

"Professional leave may be granted for:

Event	Maximum to be granted per fiscal year (July 1 - June 30)
(1) Advanced study and/or other professional improvement for credit (includes Summer School)	10 working days
(2) Group development workshops	10 working days
(3) Professional meetings	5 working days
(4) Chatcolab	5 working days
(5) Other professional advancement purposes such as accepting awards, special scholarships, etc.	10 working days

"Total professional leave time cannot exceed 15 working days in any fiscal year, July 1 to June 30. If additional time is required, it may be arranged for as annual leave and/or leave without pay.

"Written approval of all arrangements for professional leave must be submitted before the leave is taken.

"Summer school and workshops - Normally an Extension worker will be on the staff 2 years before applying for such leave. He may reapply at 2-year intervals. Qualified applicants who have not held a scholarship will be given first consideration. Courses must be taken for credit.

"Advanced study - A worker should be on the staff 2 years before applying for such leave. Veterans eligible for training under the G.I. Bill will be given special consideration.

"Chatcolab - A worker should be on the staff 1 year before applying for such leave. He may reapply every 3 years. Where a worker is on the program committee or has a similar assignment at Chatcolab, he may be granted permission to attend 2 years in a row."

University of Wyoming

"Sabbatical leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical leave time may be used for research, writing, and/or study at a place of the recipient's choosing. Under normal circumstances, University personnel holding academic rank whose duties are primarily administrative in nature shall not be eligible for sabbatical leave nor shall it ordinarily be available for the purpose of seeking an advanced degree.

1. "While on sabbatical leave, grants and other forms of outside compensation may be accepted. The University shall not, however, be obligated to pay the individual more than that amount of sabbatical

APPENDIX B - CONTINUED

compensation which, when added to the outside sources of compensation, will equal his full regular salary for the period of leave. If allowances for travel and other expenses directly related to the leave are included in the outside grant, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

2. "A faculty member who fails to return to the University for at least one academic year immediately following sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his leave."

APPENDIX C

TRAINING SCHEDULES IN OREGON AND WASHINGTON

APPENDIX C

SCHEDULE

EXTENSION TRAINING EVENTS

July 1, 1969 -- June 30, 1970

Oregon

Date	Place	Subject	State Staff	Counties	Agents
JULY 1969					
8-9	Moses Lake	Potato Trials	Bond Warren Koepsell	Statewide	Specialized Agents - Potatoes Jendrzejewski Burr Henninger Cook Robert Smith
15	McMinnville	Home Economics Program Planning Training	Scales Home Ec. Specialist	Benton Clatsop Columbia Lincoln Linn Marion Polk Tillamook Yamhill	All Home Agents - Adult Work
16	Oregon City	Home Economics Program Planning Training	Scales Home Ec. Specialist	Clackamas Multnomah Washington	All Home Agents - Adult Work
17	La Grande	Home Economics Program Planning Training	Scales Home Ec. Specialist	Baker Malheur Umatilla Union	All Home Agents - Adult Work
18	The Dalles	Home Economics Program Planning Training	Scales Home Ec. Specialist	Gilliam Hood River Sherman Wasco	All Home Agents - Adult Work
23-25	Hampton Area	Range Improvement Spray-release Spray-drill Plow -drill Water systems Range Management Time of use Degree of utilization	Bond Gates & Bunch, Range Staff	Baker Deschutes Grant Harney Jefferson Lake Malheur Morrow Umatilla Wasco Wheeler	Markgraf McCormick Farrell Novotny Schneiter Isley Bain McCarty Taylor or Hagelstein Thompson Killingsworth

APPENDIX C - CONTINUED
- 5 -

Date	Place	Subject	State Staff	Oregon Counties	Agents
NOVEMBER 1969, cont.					
11-12	Pendleton	Extension Programs and Organization Trends	Lear Administrative Staff	Baker Gilliam Malheur Morrow Sherman Umatilla Union Wallowa Wasco	All Agents
12	Corvallis	Get the Most from What You Have	B. Strawn	Baker Marion Multnomah Washington	Lundbom Preisz or Fisher Hamilton or Lunner Ashbaugh
13-14	Portland	Extension Programs and Organization Trends	Lear Administrative Staff	Clackamas Clatsop Columbia Hood River Multnomah Portland Tillamook Washington Yamhill	All Agents
18-19	Bend	Extension Programs and Organization Trends	Lear Administrative Staff	Crook Deschutes Grant Harney Jefferson Klamath Lake Wheeler	All Agents
20-21	Corvallis	Extension Programs and Organization Trends	Lear Administrative Staff	Benton Coos Curry Douglas Jackson Josephine Lane Lincoln Linn Marion Polk	All Agents

APPENDIX C - CONTINUED

Oregon

Date	Place	Subject	State Staff	Counties	Agents
JANUARY 1970					
5-9	Corvallis	Agricultural Marketing -Marketing in Perspective -The Marketing System -Public Policy -Group Action -Contemporary Developments -Implementing the Ext. Marketing Program -N.F.O.	Bond Youde Reeder and others	Statewide	Selected Agents in Marketing
13	La Grande	Home Economics Program Planning Training	Scales Home Ec. Specialist	Baker Malheur Umatilla Union	All Home Agents - Adult Work
15	The Dalles	Home Economics Program Planning Training	Scales Home Ec. Specialist	Gilliam Hood River Sherman Wasco	All Home Agents - Adult Work
16	Bend	Home Economics Program Planning Training	Scales Home Ec. Specialist	Crook Deschutes Grant Harney Jefferson Warm Springs	All Home Agents - Adult Work
19	Oregon City	Home Economics Program Planning Training	Scales Home Ec. Specialist	Clackamas Multnomah Washington	All Home Agents - Adult Work
*21-23	Corvallis	4-H Club Work -Use of planning groups -Developmental tasks, adults and youth -Agent's role as an educator in 4-H and other -Major activities next nine months	Myers Abbott Kiesow	Statewide	All new 4-H Agents (employed 1969)

*In conjunction with 4-H Leaders Conference

APPENDIX C - CONTINUED

Oregon

Date	Place	Subject	State Staff	Counties	Agents
JANUARY 1970, contd.					
28	Roseburg	Home Economics Program Planning Training	Scales Home Ec. Specialist	Coos Curry Douglas Jackson Josephine Klamath	All Home Agents - Adult Work
30	McMinnville	Home Economics Program Planning Training	Scales Home Ec. Specialist	Benton Clatsop Columbia Lincoln Linn Marion Polk Tillamook Yamhill	All Home Agents - Adult Work
FEBRUARY 1970					
11	Salem	Insect, Plant Disease & Weed Control Review	Nibler Every Duncan MacSwan Martin Warren	Benton Clackamas Columbia Lane Linn Marion Multnomah Polk Washington Yamhill	Thingvold Meyle Parsons Walrod Hatch Massie Rasmussen Hay Bluhm Sprowls Brown Smith Torvend Baron Hickerson
17	Bend	Seed Certification 1. National picture pertaining to seed certification 2. Potatoes and potato cert.	Don Brewer & Staff	Crook Deschutes Jefferson Klamath	Woods Sterling Rudd Burr Jendrzejewski Wilcox

APPENDIX C - CONTINUED
- 11 -

Oregon

Date	Place	Subject	State Staff	Counties	Agents
MARCH 1970, cont.					
31 - April 1	Corvallis	Foods Judging Training School	Redman & Nutrition Specialist	Statewide	New 4-H Women (employed since April 1968)
APRIL 1970					
14-16	Portland	Chairmen Workshop - Program to be developed	Lear Nibler Supervisors Novotny Besse Zinn Black	Statewide	All County Staff Chairmen
29-May 1	Camp Site	4-H Camping Workshop	Redman	Statewide	All new Agents who have not had similar training
JUNE 1970					
4	Corvallis Experiment Station	Cereals Seed Crops	Oester Warren Goetze	Benton Clackamas Columbia Douglas Jackson Lane Linn Marion Multnomah Polk Washington Yamhill	Jackson Werth Cook Walrod Mosher Schneider Besse Mikesell Massie Ottaway Sprowls Anderson Leffel Hickerson

APPENDIX C - CONTINUED

Washington

1968 - 1969

IN-SERVICE TRAINING CALENDAR

Washington Cooperative Extension Service

and

Other Educational Events and Activities

The purposes of this calendar are to:

1. Help agents, specialists, and supervisors identify specific activities involving their time and thus be able to plan ahead more effectively.

2. Provide for commitment on the part of administration so that scheduled meetings will be protected.

3. Provide a guide to the scheduling of necessary additional events so that meetings do not stack up for a particular area or for some agents.

4. Provide a basis for Extension personnel to evaluate the total training effort.

   a. Determine where emphasis is being placed.

   b. Suggest whether emphasis should be adjusted.

   c. Provide for combination of related events. (This overview gives each specialist the opportunity to know of events scheduled by other specialists and provides a basis for mutual cooperation.)

5. Permit supervisors and administrative staff members to schedule themselves to attend training events.

PLEASE NOTE THAT NAMES APPEARING AS PARTICIPANTS ARE NOT AUTOMATICALLY AUTHORIZED TO ATTEND THE CORRESPONDING EVENT. TRAVEL AUTHORIZATION IS STILL NEEDED.

DECEMBER, 1968

2-5	Admin/Sup Staff Conference	Puyallup	Miller	Administrative/Supervisory staff.
3	WEMIS Training	Puyallup	Miller	Morrison, Florea, Wirak, McReynolds, Tukey, Maloy, Haley, Liggett, Havens, Bradsher, Edwards, Sawer.
16-17	Livestock Program Meeting	Pullman	Cosgriffe	E. Andrews, L. Andrews, Bernard, Bloom, C. Bond, D. Brown, L. Brown, Crawford, Ford, Hintze, Hoscetler, Hopp, Jackson, Jensen, Jeremiah, J. Johnston, J. Johnson, Jones, Luce, Mathews, McGrew, McReynolds, Moore, Morrison, Osburn, Poor, Reif, Ries, Roche', Sunderland, Tavenner, Warnock, Willson, Wolfe, Woodrow, Wirak.
19	Information Workshop (cont.)	Pullman	Erickson	Participants attending workshop Dec. 9-11.
*19	Irrigated Soils and Crop Production Diagnostic Techniques	Prosser	Dow, Morrison, Halvorson, Swan	County Extension Agents working with irrigated agriculture.
20	Outlying Testing	Prosser	Dow, Berry	Vegetable and field crop agents (irrigated agriculture)

JANUARY, 1969

7	Explanation, Camp Programming and Staffing	Spokane	Quann, Poor	L. Brown, Heggemeier, Luce, Maxwell, Jeremiah and (Pend Oreille).
8	Same as above	Dayton	Quann, Poor	Sunderland, Williams, Stambaugh, Smith, Gerlitz, MacGinnitie, R. Brown, R. Boyd.
8-9	Agronomy Program Meeting	Pullman	Cosgriffe	Doran, Dow, Fanning, Hagood, Maloy, Morrison, Retan, Wittlesey, Wirak.
9-10	Institutions for Transfer of Water in Wash. State	Pullman	Peterson, Butcher, Ditwiler	Irrigation Task Force members and specified community leaders.
13	Explanation, Camp Programming and Staffing	Kelso	Quann, Jones	Tiffany, Cox, O'Connor, Webb, (Lewis County).
14-15	Forestry and Range Management Meeting	Puyallup	Cosgriffe	Adlard, Barron, Bradley, Buhaly, Curry, Dailey, Dermody, Eissinger, Hopp, Jones, A. Kruiswyk, H. Kruiswyk, McKay, Maloy, Moulton, Pennell, Poor, Roffler, Roche', VanDeRiet, Wesseler, Wolfe.
14-16	Food Buying for Young Homemakers	Yakima	Bradsher	Eight selected Ext. Home Ec. Agts.
21	Agronomic Education (wheat)	Lind	Morrison	County Ext. Agents from wheat summer fallow area.
21-22	CRD Unit Training	Puyallup	Cosgriffe	CRD Unit members.
24	Agronomic Education (wheat)	Pullman	Morrison	County Ext. Agents from annual cropping area.
27-Feb 7	Agriculture Entomology Shortcourse	Pullman	Retan, Johanson	Selected County Ext. Agents, commodity and chemical fieldmen.
28-29	Dairy 4-H Program Evaluation, Management records and D.H.I.A.	Puyallup	Kelso	Extension Dairy Agents.
28-30	PNW Range Management Economics Shortcourse	Oregon State University	Roche'	Selected agents interested in attending.

MARCH, 1969

				Washington
3-5	Chairmen's Conference	Yakima	Miller	All County Extension Chairmen
3-7	Admin/Sup Staff Conference	Yakima	Miller	Admin/Sup staff members
28-29	Leadership Exploration Conference	Ellensburg	Havens	Selected Ext. agents and State 4-H staff and 4-H leaders
12-13	Underground Water Transport and Aquifer Recharge for surface irrigation	Pullman	Peterson, Crosby, Jensen	Irrigation Task Force members and selected community leaders
13-15	Camp workshop	Moses Lake	Quann, Haley	4-H Camp Program Leaders, selected County Ext. Agents, Eastside.
17-19	Pest Control Demonstrations (Diseases, Insects and weeds)	Pullman	Maxwell, et al.	Selected Extension Agents
18-19	CRD Unit Training	Puyallup	Cosgriffe	CRD Unit members
19-21	Pest Control Demonstrations	Prosser	Maxwell, et al.	Selected Extension Agents
22	County Agents Board of Directors	Ellensburg	Al Estep	
20-22	Camp Workshop	Olympia	Quann, Haley	4-H Camp Program Leaders, selected County Ext. Agents, Westside.
24-28	Field Plot Techniques, Statistics, Data Interpretation and Reporting	Pullman	Morrison, Florea	Selected Extension Agents
24-28	Consumer Protection	Pullman	Hall, et al.	All County Ext. Agents and State Specialists in Home Ec., plus selected agr. agents.
25-27	Pest Control Demonstrations	Puyallup	Maxwell	Selected Extension Agents
31	Using Home Improvement Projects to improve 4-H program	Mt. Vernon	Chase	Home Ec. Agents, volunteer 4-H leaders with home furnishing interest

				Washington
~~*(3 days)~~	~~Photography--colored slide~~ presentations	?	Bond	Ext. Agents & Spec. interested in, equipped for, & qualified to improve the organization of visual treatments with slide sets & attendant skills.
2-5	Admin/Sup Staff Conference	Puyallup	Miller	Admin/Sup staff members
9-13	Staff 4-H Conference	Pullman	Quann	Selected agents and specialists
9-20	Decision Making	Pullman	Liggett	10 County Ext. agents, Agr., and 10 County agents, Home Ec., who have not had Dorothy Price's course
10-12	Beef Production, Management and Marketing	Inchelium	Wirak and McReynolds	County Ext. agents with livestock assignments
23	WEMIS Training (Activity reporting)	Pullman	Bath	Okanogan, Chelan, Douglas, Ferry, Stevens, and Pend Oreille.
24	Same as above	Pullman	Bath	Spokane, Whitman, Asotin, Garfield, and Pullman State Specialists
25	Same as above	Prosser	Bath	Central Wash. counties and State Specialist staff at Prosser
26	Same as above	Puyallup	Bath	N.W. Wash. counties and Puyallup State Specialists
27	Same as above	Puyallup	Bath	S.W. Wash. counties and Puyallup State Specialists

*Date and location to be announced later.

ERIC Clearinghouse
JUL 9 1970
on Adult Education